



**Own and deliver project objectives and [own function] deliverables**

- Contribute to the strategy for achieving the project objectives
- Ensure [own function] activities are incorporated in the project plan
- Own and routinely report status on [own function] activities and deliverables
- Proactively identify solutions to resolve issues relating to achievement of project deliverables
- Commit to project outcome and work with other team members to resolve project delivery issues

**Manage [own function] project budget activity**

- Perform project activities as planned to ensure project spend and forecast to completion stays on target with budget estimates
- Work with team members to identify recovery actions for any issues that impact the project budget

**Structure and manage the [own function] support team**

- Brief [own function] support team on project mandate and their project roles and responsibilities as they become enrolled on the project
- Identify [own function] resource requirements by project phase and regularly review these requirements with the [own function] Manager to ensure the required quality and number of resources are provided to support [own function] activities on the project
- Ensure [own function] Manager is enrolled in coaching the [own function] support team to deliver the required quality of project deliverables
- Attend and actively participate in project review meetings

**Establish and use action plans to manage delivery of project activities**

- Define [own function] activities within the project plan and routinely report progress against these
- Create an individual action plan and use it to communicate requirements, monitor progress, plan recovery actions and feed information into the project plan
- Develop and use metrics as required to monitor and troubleshoot the progress of own activities
- Regularly review project progress and needs with [own function] Manager to ensure [own function] adequately supports the project

<b>Project Roles and Responsibilities Agreed by:</b>			
<b>Title</b>	<b>Name</b>	<b>Signed</b>	<b>Date</b>
<b>Team Member</b>			
<b>Function Manager</b>			
<b>Project Manager</b>			